



California Coastal Commission

JOB ANNOUNCEMENT

COASTAL PROGRAM ANALYST III

LONG BEACH

FULL-TIME, PERMANENT POSITION

The California Coastal Commission is offering an exciting opportunity to participate in planning and regulating development on California's vibrant South Coast. The South Coast office has responsibility for carrying out requirements of the California Coastal Act in Orange and Los Angeles County. This is a supervisory position with broad responsibilities for analyst supervision and personnel oversight, general administration of Local Coastal Program planning and permit regulatory work in the South Coast District including project management, coordination with other agency units (e.g. legal, enforcement, technical services), and coordination, external communications with the District. Oversight, review, writing and editing of staff recommendations are required. In addition, attendance at certain Coastal Commission meetings and making staff presentations will be required. The person in this position will supervise District staff, reporting directly to the District Manager for the South Coast District. This Coastal Program Analyst III position is located in the Long Beach office.

The South Coast District staff based in Long Beach is responsible for carrying out a permit program for new development proposed in areas such as tidelands, wetlands, and certain other areas where the Coastal Commission maintains coastal permitting authority. The District staff is responsible for monitoring and assisting the coastal permitting programs of the coastal jurisdictions (cities, counties, and ports) included in the two South Coast District counties. Responsibilities of the South Coast District staff also include the review of local government coastal development permits that are appealed to the Coastal Commission. In addition to the regulatory program, the District staff is responsible for the review of Local Coastal Program submittals from the South Coast jurisdictions. Due to the size of the District, a significant amount of travel and fieldwork is required.

The duties of the Coastal Program Analyst III will include the following:

- Supervise the Local Coastal Program and coastal permit-related work of the South Coast District staff, ensuring that applicable deadlines are met.
- Personally analyze the more complex coastal permit applications and Local Coastal Program submittals and prepare staff reports for action by the Coastal Commission.
- Review compliance with the conditions and terms of coastal development permits.
- Monitor the coastal regulatory and planning programs of cities and counties in the District and participate through means such as commenting on proposed developments under review at the local level and assisting local government planners in interpretation of Coastal Act and Local Coastal Program policies.
- Coordinate with District and Statewide Enforcement staff on reports of violations of the Coastal Act and/or coastal permits and assist in the preparation of recommendations for resolution of such violations.
- Provide information to permit applicants and members of the public regarding the Coastal Commission's regulatory and planning programs.
- Provide guidance and information to local government planning and regulatory staff related to Local Coastal Program compliance and implementation.
- Take a pro-active approach to identifying and solving problems of Local Coastal Program interpretation and implementation.
- Gather data and prepare reports on various matters related to the Coastal Commission's mission.
- Provide direct supervision of coastal program analysts.

Desired Qualifications:

- Knowledge of supervisory techniques and the ability to effectively plan, motivate, and organize the work of others.
- Knowledge of land use planning law and regulatory techniques.
- Familiarity with the functions and relationships of federal, state, regional, county, and city governments and special districts.
- Knowledge of the means of implementing Local Coastal Programs, such as zoning and other legal and regulatory processes.
- Ability to analyze information, creatively explore alternative approaches, and develop defensible policy positions.
- Excellent communication skills and the ability to write accurate, complete, and concise staff reports and correspondence.
- Knowledge of the impacts of development on typical South Coast resources, such as wetlands, environmentally sensitive habitat areas, scenic resources and public access.
- Advanced degree in environmental or regional planning or law or related field.
- Solid experience working with Local Coastal Programs and Coastal Development Permits.
- Time management and computer skills including the ability to use data base management systems.

ELIGIBILITY: Individuals on the Coastal Program Analyst III eligible list may apply. Current State employees or former State employees with transfer or reinstatement rights at the Coastal Program Analyst III level or a comparable classification may also apply. Appointment is subject to the State Restrictions of Appointment (SROA) provisions. Applicants must clearly indicate the basis of their eligibility, including SROA, surplus, transfer or re-employment status in the Examination or Job Title section of the State Application Form 678.

SALARY: \$5,079 – \$6,311 per month

CONTACT: Teresa Henry, South Coast District Manager; Teresa.Henry@coastal.ca.gov ; (562) 590-5071

FILING: The position will be open until filled. Applications will be screened and only those most qualified will be interviewed. No relocation expenses are offered. Submit a current resume, a State Application Form 678 (available at www.jobs.ca.gov) and a writing sample to:

Human Resources Office
CALIFORNIA COASTAL COMMISSION
45 Fremont Street, Suite 1930
San Francisco, CA 94105-2219
(415) 904-5430 / toll free: 1-866-831-2540

Please indicate “Coastal Program Analyst III” in the Examination or Job Title section on the State Application Form 678.

For more information about the California Coastal Commission and what we do and to obtain a State Application Form 678, visit our Internet website at: www.coastal.ca.gov. If you have questions you may e-mail us at HumanResources@coastal.ca.gov or call the above numbers.

Equal employment opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation. It is an objective of the State of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

TDD for the Hearing Impaired (415) 597-5885